

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Quarterly Accomplishment Report

FROM:

DD/PA&E
1006 Ames

EXTENSION

3383

NO.

DATE 25 June 1982

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Chief, PPS
1006 Ames

2.

3. Chief, SIS
1006 Ames

4.

5. Chief, HRPS
1012 Ames

6.

7. Chief, PMCD
1016 Ames

8.

9. Chief, ID
1036 Ames

10.

11. Project Manager, Pay Study
1006 Ames

12.

13.

14.

15.

We are near the end of another quarter and I would like to have an accomplishment report from you on significant attainments during this third quarter of the fiscal year. You may tie these to your AWP if you wish. I would appreciate having these by 13 July. Also, we need to decide a common policy within PA&E on AWP's now that their use is optional. Let's "floor" the topic for discussion at our next staff meeting. Another reminder, I'll need verbal discussions with you on your GS-14's by 9 July. Please schedule with Debbie.

Thanks,

Pete

4/15/82

Quarterly Report on AWP

C/HRPS

General

It was a very productive quarter in spite of operating shorthanded and in spite of the complete diversion of [] to OGC support.

Objective One--Pertaining to Staff Administration and ADP Innovations

o [] developed a new "worksheet" program that assists aggregation at different levels of large arrays of data. The immediate application was to data work-up for age arrays for five career services and three subcategory levels.

o We participated in the work preparatory to setting up a new specialist track for analysts in IAB and HRPS in order to avoid some problems being encountered with the panels.

o We developed a modification to the promotion planning procedure that should permit time economies next time around; this involves using gross gain and gross loss inputs rather than the adjusted "net outflow" concept previously used.

o We briefed D/Pers on the new manpower status reporting (HRMIS) and expect to brief him on a periodic basis.

o [] provided continuing support to the OP ADP Officer [] on CAPER, PERINSUR, and terminal requirements.

o [] developed an advanced age-grade matrix model for application to analysis of the EP subgroup.

o [] provided support to the ODP study concerned with improving the personnel file room technology.

Objective Two--Pertaining to Planning Capabilities and Applications

o Two studies were produced for use of CMO/Pers; one studied age trends and the other assessed some aspects of promotion progress.

o An age structure projection for MF professionals and clericals was produced at the request of O/F.

o Professional and clerical input projections (FY 83-88) were prepared at the request of CMS/DDO; these found one possible mismatch between input planning and strength projections.

o Support was provided to DDA in developing a system for monitoring and projecting use of FTE.

- o Support was provided to O/Comp through monthly projections and ad hoc projections of yearend strength and use of FTE.
- o At request of ICS, a study of future requirements for scientific-technical personnel in the Agency was prepared.
- o Support was provided to the Compensation study through the provision of attrition data for various occupational groups.
- o At the request of DD/S&T, retirement projections were provided.
- o FY 1983 program materials were reviewed and an analysis made of occupational increases expected in 1983.
- o The FY 1983 occupational analysis provided the basis for briefing charts used by D/Pers in briefing the President's Foreign Intelligence Advisory Board.
- o Age projections in five Career Services, by subcategory, were prepared. A copy was sent to ExDir and other copies went to the Career Services.
- o Preliminary discussion was held with D/EEO on the subject of providing planning support to O/EEO.
- o Support was provided to DD/PAE in matters relating to the Interdirectorate Planning Group.

Objective Three--Pertaining to FTE

- o Provided monthly updates of strength and FTE projections for yearend in support of Comptroller and Deputy Directors.
- o Provided special agency-level projections used for consideration of ceiling and FTE relief; these were background for D/Pers discussions with ExDir.
- o Provided special projections to assist O/Comp to evaluate the cost in FTE of ceiling relief.
- o Provided warning of an early rise of strength to position ceiling; this affected SPD's scheduling of EODs.

Objective Four--Pertaining to Support of R&P

- o Supplied analysis of abnormally low attrition to R&P; this was basis for reduction of EOD targets.
- o Provided continuing support to R&P in production of graphics.
- o Provided continuing support to biweekly applicant-processing meetings.

- o Assisted R&P in update of in-process requirements for applicants.
- o Provided updated estimates of attrition by Directorate.

Objective Five--Pertaining to EEO

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o [] received a commendation from OGC for jurimetric support in the [] case.

o The [] case was settled out of court.

o Analysis has begun in support of the [] case.



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